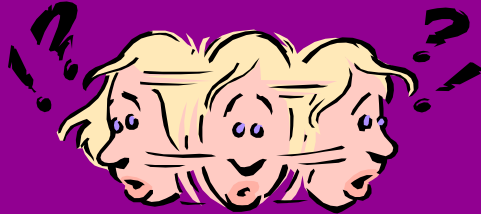


Putting "Zip" Into  
New Employee Orientation  
Programs

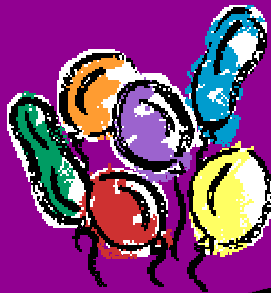
Terry Nafisi  
Office of the Circuit Executive  
2002 Human Resources Conference

The image features a large, horizontal, purple brushstroke with a rough, textured edge. Centered within this brushstroke is the text "Putting 'Zip' Into New Employee Orientation Programs" in a large, black, serif font. Below this text is the name "Terry Nafisi" in a smaller, black, sans-serif font, followed by "Office of the Circuit Executive" and "2002 Human Resources Conference" in the same font. In the bottom right corner of the slide, there is a small logo consisting of a purple square with the text "UNITED STATES COURTS" at the top, a large stylized "9th" in the middle, and the word "CIRCUIT" at the bottom.

Why Are We Doing This?



Important Goals  
Require Teamwork!



## Other Reasons

- Not Familiar with Courts
- Turnover/Retirement
- Chance to Impart the Culture of the Organization
- Willingness to Comply!
- Creative Juices Not Ossified!

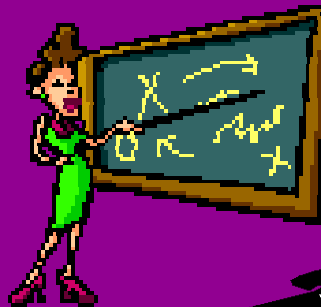
## When Should the Orientation Be Scheduled?



## Its Already Begun!

- Interview and Selection Process
- Meetings with HR – Written Material
- Supervisor and Immediate Colleagues
- Tour – Yours and Elsewhere
- Technology
- Formal Program

## Formal Program



## Key Elements of a Successful Program

- Location
- Speakers
- Instructional Technique
- Fun
- Content - Remember Maslow
- Food!



## Orientation for New Employees Office of the Circuit Executive

Ideas That Zip!



## The Warm Welcome

- Information about the office mailed
- Benefit/payroll forms mailed; pamphlets
- Worksite cleaned up, stocked and ready
- Welcoming memo/e mail
- Greeter
- Day scheduled
- Lunch



## Swearing In Ceremony



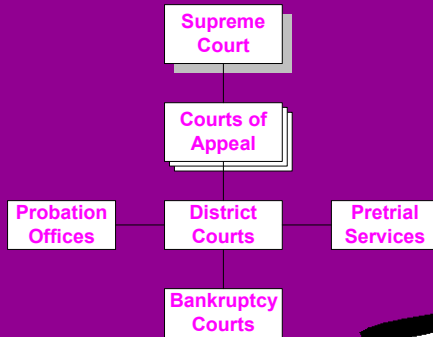
## Division of Labor

- Check List on Who is Responsible for What
- Orientation Over Time
- Food

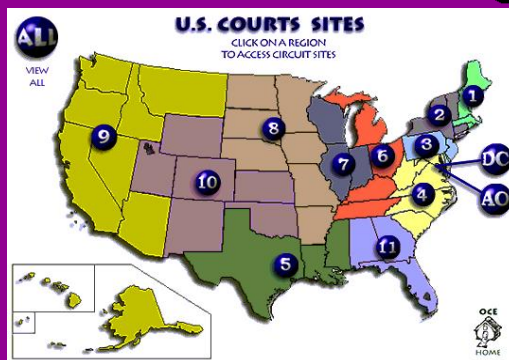
## Give Them the Big Picture



## Court Structure

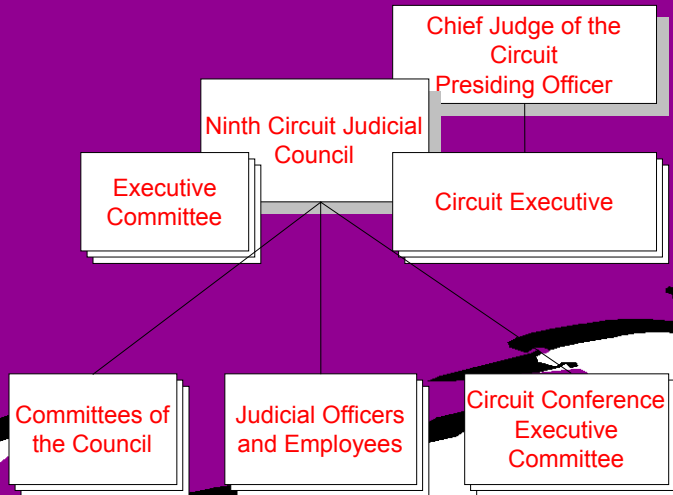


## On the Map





## Circuit Structure



## Role of the Circuit Executive

- Administrative Assistant to the Chief Judge
- Secretary to the Judicial Council
- Liaison to Outside Agencies, the Public







The Office of the Circuit Executive is committed to providing professional support to the judicial council and courts of the Ninth Circuit and ensuring the highest level of public trust in the administration of justice.



## How to be a Successful OCE Employee

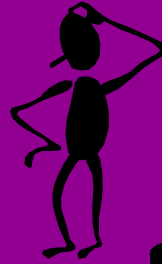
1. Attitude
2. Persistence
3. Personal Development
4. Purpose
5. Teamwork
6. Dreams
7. Self-Confidence



## Behavior to Avoid



Codes of Conduct



## Does Your Program Pass the "Zip" Test?



- Maslow's Test
- Their Role in the Big Picture
- What It Takes to Succeed
- Excitement

